

ORS Personal Care Home
Personal Care Home Application Checklist

For an initial permit to operate a personal care home, please submit the following information:

- ___ 1. Application – completed and signed by the Governing Body Representative
If a corporation – include Certificate of Incorporation and Articles of Incorporation for **ALL** corporations having an interest in the personal care home
If partnership – include Partnership Agreement
If Limited Liability Company (LLC) include Certificate of Organization and Articles of Organization for **ALL** LLCs with an interest in the personal care home
If a non-profit – documentation of non-profit status [501(c)3]
- ___ 2. Fire Safety Inspection Report with no violations or hazards identified noted from the appropriate fire safety authority.
- ___ 3. Electrical Service Inspection Report with no violations or hazards identified from a Georgia licensed electrician and including the electrician's State license number.
- ___ 4. Floor Sketch (including labeling of the rooms, room measurements, location of all doors, windows and bed placement for residents, family and staff).
- ___ 5. Personal Care Home Staff Survey Form.
- ___ 6. Criminal Records Check Application (for all administrators and on-site managers)
(All other employees should take the DHR CRC Application to the local police department.).
- ___ 7. Check or money order made payable to Georgia Department of Human Resources (DHR) for \$3.00 for **each Criminal Records Check Application.**
- ___ 8. A set (two cards) of Fingerprint Cards for the administrator(s) **and** on-site manager(s).
- ___ 9. Money Order **only** made payable to Georgia Bureau of Investigation (GBI) for \$24.00 for **each set** of fingerprint cards.
- ___ 10. Food Service Permit (for PCHs with 25 or more residents) from the local Health Department.
- ___ 11. Certificate of Need (for PCHs with 25 or more residents) from the Department of Community Health (DCH) for more information call (404) 656-0462.
- ___ 12. Written approval for water source and sewage disposal system.
- ___ 13. A copy of the required eleven Policies and Procedures and Disaster Preparedness Plan.
(NOTE: Keep a copy in the facility as these will not be returned to you.)
- ___ 14. A copy of the Admission Agreement to be used by the facility.
- ___ 15. Please submit written directions to your facility from Atlanta.
- ___ 16. When all of the above information has been submitted, an ORS surveyor will contact you to schedule an on-site inspection.

11/19/2004